Saskatchewan
Labour

Occupational Health & Safety

Reviewing an Occupational Health and Safety Program

Occupational Health and Safety Program Review

Date of review	Employer Classification
Name of employer	Firm Number(s)
Address of employer	
Postal Code	Telephone/Cell
Fax	E-mail
Worksite location/address	Number of employees at worksite
Worker occupational health committee member	Telephone/Cell/E-mail
Employer occupational health committee member	Telephone/Cell/E-mail
Senior manager/employer at workplace	Telephone/Cell/E-mail
Occupational Health Officer	Telephone/E-mail

Table of Contents

Introduction 4

An overview of program requirements 9

Write a policy to demonstrate commitment
Regulation 22(1)(a) 12

Identify and control hazards and emergencies
Regulation 22(1)(b) 17

Identify people and resources required to deal with emergencies
Regulation 22(1)(c) 25

Prepare a statement of responsibilities
Regulation 22(1)(d) 32

Schedule inspections
Regulation 22(1)(e) 35

Develop plans to control chemicals and biohazards
Regulation 22(1)(f) 41

Develop a training plan for employees
Regulation 22(1)(g) 54

Develop a procedure to investigate incidents and refusals to work
Regulation 22(1)(h) 65

Develop a strategy to involve employees
Regulation 22(1)(i) 71

Regularly review and revise your program
Regulation 22(1)(j) 76

Review your Return to Work Program 79

Resources 80

Please note

The purpose of an occupational health and safety program review is to help the employer assess whether the workplace's program complies with section 22 of *The Occupational Health and Safety Regulations, 1996*. The review is not an assessment of the adequacy of the program for the place of employment, or the adequacy of the workplace's work practices and hazard controls.

Remember that this publication doesn't replace the Act and regulations. You still need to refer to the legislation to find out exactly what requirements apply to your organization. To order a copy of the legislation, contact the:

Queen's Printer
1st Floor, 1871 Smith Street
Regina, Saskatchewan S4P 3V7
Phone (306) 787-6894
Toll free in Saskatchewan: 1-800-226-7302
Fax: (306) 787-9779
www.qp.gov.sk.ca

Industries under federal jurisdiction — such as transportation, broadcasting, and telecommunications — are governed by *The Canada Labour Code*. If you work in a federally regulated industry, please contact the appropriate agency for information.

Visit the Human Resources Development Canada (HRDC) web site at: www.hrdc-drhc.gc.ca.

Introduction

An occupational health and safety program is a definite plan of action, designed for each workplace, to prevent accidents and illnesses.

Because an effective occupational health and safety program reduces accidents and illnesses, *The Occupational Health and Safety Act, 1993* requires employers in moderate to high hazard workplaces listed in Table 7 of the Appendix to *The Occupational Health and Safety Regulations, 1996* to have one. Program requirements are set out in regulation 22. Since a health and safety program is a 'living thing' that must be constantly adapted, reviewed, and enhanced, regulation 22(j) requires the employer to set up:

...a procedure to review and, where necessary, revise the occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.[1]

What is an occupational health and safety program review?

A review is a detailed analysis of each program element that assesses strengths and weaknesses and suggests necessary revisions.

[1] In this publication, we'll use the term "employees" to mean managers, supervisors, and workers.

Who should conduct one?

The employer should complete the review and ensure that the health and safety program has been implemented properly. An occupational health officer from Saskatchewan Labour may wish to review it.

The role of the occupational health committee

The employer must *consult* the occupational health committee.[2] The committee helps:

- plan the review
- carry it out
- recommend program revisions

[2] The Occupational Health and Safety Division (the Division) interprets **"consult"** to mean that, while not obliged to obtain the approval or permission of the occupational health committee, an employer is obliged to consider, in good faith, the views and opinions of the committee in the process of making a decision. To fulfill the obligation to consult in good faith, an employer must give the committee a real opportunity to:

- **be informed** of information essential to making a reasonable and informed assessment
- **review and assess** the information and possible alternatives or options
- **comment** and or make recommendations on the possible options and alternatives
- **be considered** means the employer will consider the recommendations of the committee and where applicable, give the committee credible reasons for not accepting or implementing the committee's recommendations

How to use this publication

This guide provides the employer and occupational health committee with tools to review the implementation of the workplace's health and safety program.

What to review

Under regulation 22(1), the employer should review each of these ten program elements in consultation with the occupational health committee:

- (a) Write a policy to demonstrate commitment
- (b) Identify and control hazards and emergencies
- (c) Identify people and resources required to deal with emergencies
- (d) Prepare a statement of responsibilities
- (e) Schedule inspections
- (f) Develop plans to control chemicals and biohazards
- (g) Develop a training plan for employees
- (h) Develop a procedure to investigate incidents and refusals
- (i) Develop a strategy to involve employees
- (j) Regularly review and revise your program

Use the forms in this publication to help complete your review.

Use the regulations to check the adequacy of the program

The employer should use regulatory requirements to measure the adequacy of each step in the program's development. For example, use section 9 of the Act and regulations 18 and 19 to test the adequacy of your answer to question one, "How long does your orientation last?" in the section Orientation and Training in this guide. The orientation must be long enough to provide workers with the information set out in the legislation.

What the employer should do

A program is a system to manage health and safety continuously. The review evaluates *how* you have implemented each program element and helps you decide if your system is meetings its objectives.

Here are two examples of what is expected:

1 It is not good enough to simply train workers to meet regulatory requirements. Instead, the program ensures that training will be provided when needed, for example, when new workers are introduced, when operating procedures are changed, and so forth. This health and safety program review expects the employer to describe the training system that has been put in place and not simply state what training has been provided and when.

2 The employer must identify workplace hazards, assess their risks, and implement appropriate controls. It is not good enough to do this once. The program must provide a continuous system to protect workers. This health and safety program review expects the employer to describe this system and not simply state what hazards have been dealt with and how.

Ensure that your health and safety program is implemented effectively and kept current. Integrate health and safety into every aspect of workplace life.

Use extra pages when you need them

There may not be enough room in this publication to include everything you need to review your program, so add extra pages when necessary.

Where do I get help?

See the *Resources* section of this guide for a list of publications you should use to help complete your review.

Consider using a job hazard analysis (JHA; also known as a job safety analysis or JSA) to identify job hazards, develop safe work procedures, orientate and train employees, and so forth.

If you need more help, contact your industry safety association, union, or occupational health officer.

What about return to work programs?

Please review your *Return to Work* (RTW) program. For help, contact the:

Workers' Compensation Board
Prevention, Safety and Return to Work
200 – 1881 Scarth Street
Regina, Saskatchewan S4P 4L1
Phone: (306) 787-6916
Fax: (306) 787-4256
Toll free: 1-800-667-7590
E-mail: psrtw@wcbsask.com
Web: http://www.wcbsask.com

An overview of program requirements

- What criteria must be met?
- How can you develop a program?

What criteria must be met?

The Act and regulations set out minimum requirements reflecting accepted industry practices. However, since no one program can meet the needs of every workplace, each program must be made workplace-specific. Every effective program needs:

1 **The commitment and active support of senior management**. Doing the job safely must be as important as doing it productively.

2 **Written specifications.** Each of the program's elements must be in writing. Elements must be supported with all documents and information addressing matters listed in the regulations. If elements of the health and safety program have been implemented in separate procedures and policies, then those procedures and policies must be referred to in the main health and safety program document.

3 **Effective communication.** The program must be effectively communicated to all employees. It must be available to your occupational health committee, employees, or to an occupational health officer (on request).

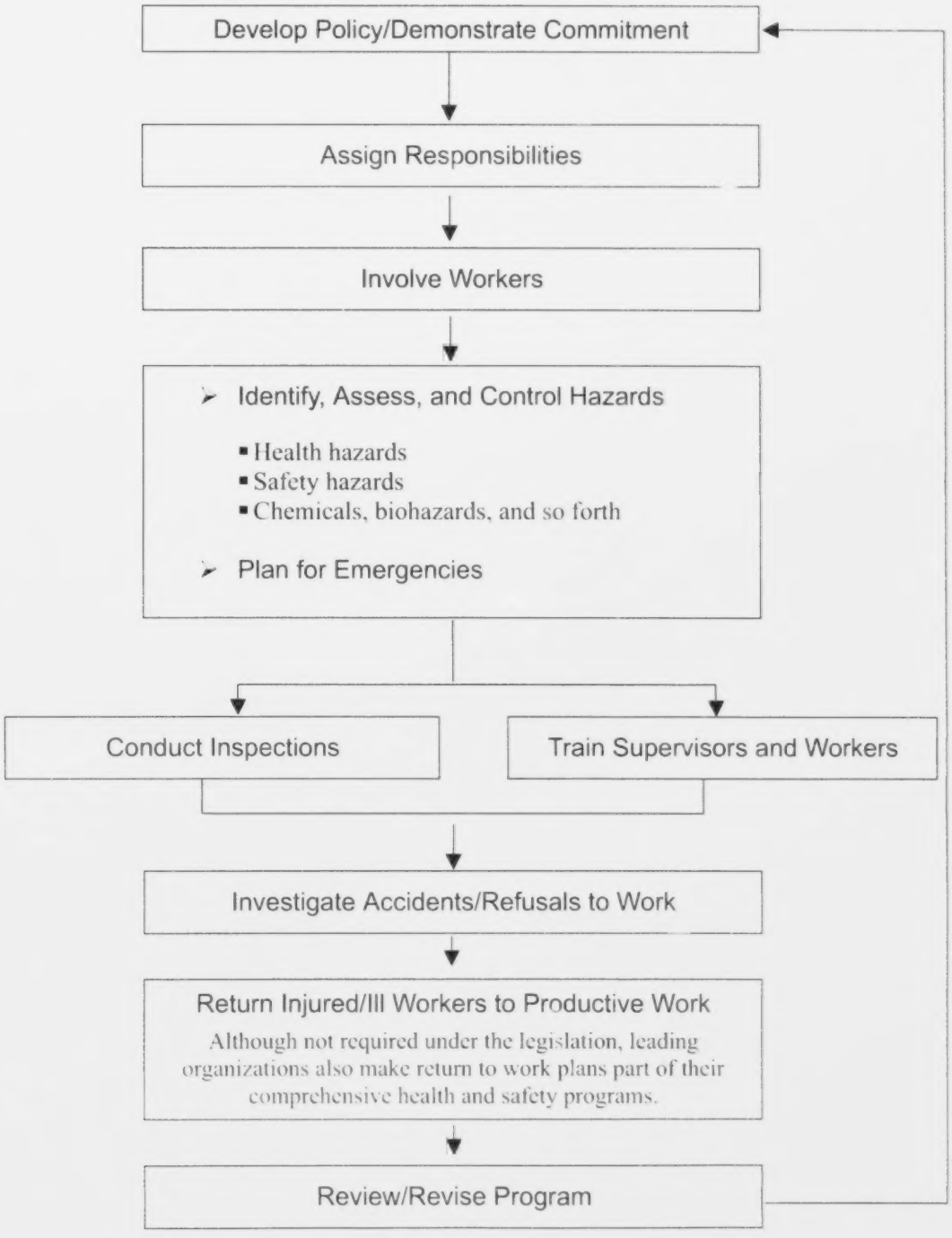
4 **Employee involvement.** It must be developed in consultation with your occupational health committee. However, more than that, all employees need to be involved in health and safety activities if your occupational health and safety program is going to be effective.

5 **Clear responsibilities and accountabilities.** Everyone must be held accountable for carrying out his or her responsibilities for making the health and safety program succeed. Senior management must be accountable for developing and implementing the program. Individual supervisors and employees must be assigned responsibility for carrying out specific elements of the program. The health and safety program must then be assessed in the same way as any other important program in the organization.

6 **A mechanism to deal with subcontractors.** The program must also address the health and safety of subcontractors (any organization or individual hired under contract by the employer) and their employees. In situations where you have contracted two or more outside organizations or self-employed people to do work, you, the employer, are responsible for co-ordinating the health and safety programs of all employers at that place of employment.

Be sure to provide a mechanism to protect the health and safety of volunteers, clients, customers, and the public.

How can you develop a program?


Develop Policy/Demonstrate Commitment
Assign Responsibilities
Involve Workers
Identify, Assess, and Control Hazards
Health hazards
Safety hazards
Chemicals, biohazards, and so forth
Plan for Emergencies
Conduct Inspections
Train Supervisors and Workers
Investigate Accidents/Refusals to Work
Return Injured/Ill Workers to Productive Work
Although not required under the legislation, leading organizations also make return to work plans part of their comprehensive health and safety programs.
Review/Revise Program

Write a policy to demonstrate commitment: Regulation 22 (1) (a)

Regulation 22 (1) (a) requires...*a statement of the employer's policy with respect to the protection and maintenance of the health and safety of the workers.*

An occupational health and safety policy is a statement of principles and general guidelines that govern your health and safety actions. It tells employees, suppliers, subcontractors, self-employed people, and clients about the organization's commitment to health and safety. It must include:

- the health and safety philosophy of the organization
- management's commitment to prevent accidents and occupational illnesses
- the objectives of the health and safety program
- who is responsible and accountable for elements of the program
- the responsibility of employees and others for health and safety
- a statement that substandard health and safety performance will not be accepted

The policy statement must be made known to all employees and, where appropriate, to suppliers, subcontractors, and clients. New hires must be made aware of the policy statement during orientation. The policy must not take a back seat to any other policy in your organization. It must be kept up-to-date, and it must be followed in all work activities. The most senior manager in the organization should also sign it.

Here's how to review the effectiveness of your policy statement.

In Writing

1 Is your policy written (for example, is it in a binder, booklet, poster, etc)?

2 Has it been endorsed in writing by the employer or most senior manager at the workplace?

3 Does it include each of the following:

a) a statement of the health and safety philosophy of the organization?

b) a statement of management's commitment to prevent accidents and occupational illnesses?

c) a statement of the objectives of the health and safety program?

d) a summary of the job positions that are responsible and accountable for elements of the program?

e) a statement of the responsibility of employees and others (such as subcontractors) for health and safety?

f) a statement that substandard health and safety performance will not be accepted?

4 Who is responsible for keeping the policy current? (Write into your occupational health and safety program which job/position is responsible. Ensure that employees know who should receive suggestions for policy/program improvements.)

Communicated

1 How is the policy statement made known to employees throughout the workplace?

2 How have you checked to see that employees can accurately describe the contents of the policy and their responsibilities under it?

3 How is the policy communicated to suppliers, subcontractors, and clients?

4 How do you ensure all employees are regularly reminded of the policy's requirements?

5 Summarize what has been done to ensure that employees follow the policy.

6 Summarize what has been done to ensure that anyone hired under contract follows the policy.

Posted

1 How do you locate the policy in the workplace so that all employees have access to it?

Resources

1 What resources (money, people, time, materials, etc) have been allocated to implement the policy?

Review

You must have a procedure to review and, where necessary, revise each element in your occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

1 When is this element of your program scheduled for review?

2 In your view, could your policy be improved? Explain.

Identify and control hazards and emergencies: Regulation 22 (1) (b)

Regulation 22 (1) (b) requires...*the identification of existing and potential risks to the health or safety of workers at the place of employment and the measures, including procedures to respond to an emergency, that will be taken to reduce, eliminate or control those risks.*

One of the most important elements of an occupational health and safety program is an effective system to identify and control hazards before they cause accidents, injuries, and illnesses. The employer may not be able to anticipate and prevent every accident, injury, or illness. However, the employer should take all precautions that a reasonable and prudent person would take in the circumstances. Remember that many workplace accidents can be attributed to hazards and risks that people in the workplace have come to consider routine or unimportant.

You, the employer, must have a system to:

1 Identify known and potential workplace hazards. The system must enable and encourage employees to bring forward concerns about hazards.

2 Assess the associated risks.

3 Implement measures to eliminate or control the hazards.

Risks include potential harm from two types of hazards:

- Health hazards such as:
  - i. chemical, biological, and physical agents
  - ii. work design (ergonomic hazards)
  - iii. stressors such as harassment, violence, shift work, and working alone or at isolated worksites
- Safety hazards

Read chapter two in the *Occupational Health Committee Manual* for more information about hazards and how to identify, assess, and control them.

Purchasing, tendering, and planning

1 Summarize how you ensure that health and safety is considered in all tendering and purchasing decisions.

2 How do you identify, assess, and control the hazards of tools, equipment, materials, etc, before they are introduced into the workplace?

Hazard identification, assessment, and control

1 What system do you have to ensure that managers, supervisors, and workers identify, assess, and control the hazards of all jobs (including rarely performed tasks), work areas, tools, equipment, machinery, materials, etc?

2 Applicable regulations – What mechanism do you have to ensure applicable regulations are taught to employees and followed in all jobs?

3 Who has overall responsibility for identifying and controlling hazards?

4 Do you prepare and use written work procedures for dangerous, rarely performed jobs, and those involving working alone, to protect the health and safety of workers?

5 Identification, assessment, and control of hazards in current, routine, and regularly performed tasks

a) Have you identified each potentially hazardous job, work area, machine, etc?

b) How did you do that?

c) Did you develop written work procedures for these tasks?

d) Attach examples of written work procedures that you have in place. List the procedures you have attached here:

e) How do you ensure that those work procedures meet applicable regulatory requirements?

f) How do you ensure that workers are informed about the hazards of tools, equipment, machinery, chemicals, biohazards, etc?

g) How do you involve employees in developing work procedures and practices for their jobs?

h) How do you train workers to follow those safe work procedures and practices?

i) Who does the training?

j) How do you determine if the training provided to workers who perform hazardous jobs is adequate?

k) How do you ensure required safe work procedures and practices are followed?

l) How do you maintain health and safety in work areas when the supervisor is not around?

6 Whose job is it to assess the risks of rarely performed jobs?

Concerns

1 What mechanism do you have to encourage employees to report health and safety concerns?

2 What system do you have in place to resolve employees' health and safety concerns?

Subcontractors

1 How do you ensure that subcontractors (and anyone else hired under contract) orientate and train their employees to follow applicable legislation and your workplace's health and safety requirements?

2 How do you ensure that anyone hired under contract meets his or her regulatory obligations to you (such as informing you about hazards that the work may create, etc)?

Required plans, policies, procedures, programs, and logs

1 What plans, policies, procedures, and programs are **required by the regulations** in your workplace (list in the following table)?

#	Required policies, procedures, and programs	Do you have these in place?

2 What registers and maintenance logbooks do the regulations require to be kept at your workplace (list in the table below)?

#	Required register, maintenance log, etc	Are these in place?	How often are they reviewed?

3 Name the job/position responsible for ensuring that all of these documents are maintained as required by the regulations.

Review

You must have a procedure to review and, where necessary, revise each element in your occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

1 When is this element of your program scheduled for review?

2 In your view, could the system for identifying and controlling hazards and emergencies be improved?

Identify people and resources required to deal with emergencies: Regulation 22 (1) (c)

Regulation 22 (1) (c) requires...*the identification of internal and external resources, including personnel and equipment that may be required to respond to an emergency.*

1 The program must address response plans for fires, explosions, major releases of hazardous agents, and other possible emergencies at the place of employment.

2 The program must identify situations that will trigger emergency response actions – such as declaring an emergency, evacuating employees, calling in internal and external resources, initiating rescues, and tending to casualties.

3 The program must identify who is designated to carry out the emergency plans, state their duties and responsibilities, and identify the training they need to be competent.

4 The program must identify resources. These resources include the personnel and equipment needed to deal with each emergency. Consider the location of the place of employment, existing resources, and the nature of each emergency.

5 The program must include a fire safety plan. See regulation 360 for more information.

6 The program must include emergency procedures to deal with an accumulation, spill, or leak of hazardous chemical or biological substances. See regulation 310 for more information.

Potential emergencies

1 What emergencies and emergency response plans do you have? List below and state the date of the last revision for each emergency response plan.

#	Emergency	Response plan	When last revised	Person Responsible

2 Who has overall responsibility for maintaining your emergency plans?

3 How do you, the employer, identify new potential emergencies (for example, when hazardous equipment is introduced)?

Responsibilities for carrying out emergency plans

1 Have you assigned responsibilities to specific people for each emergency plan (for example do you state each person's responsibilities and authority in writing)?

2 How do you ensure that each person involved in an emergency response plan understands his or her duties and is adequately trained to carry them out?

3 How do you ensure that all employees understand what to do in each emergency plan that affects them?

4 What fire authority have you contacted to check your plans? State the date contacted and the result.

5 What ambulance authority have you contacted to check your plans? State the date contacted and the result.

6 What hospital have you contacted to check your plans? State the date contacted and the result.

7 If there is a chemical accident, how will you ensure that the ambulance attendant or fire department will get a copy of applicable MSDSs or lists of chemicals?

8 Have lists of chemicals that are present in large quantities at the workplace been provided to the fire department?

Resources

1 What plan do you have to provide adequate human and material resources to deal with each potential emergency?

2 How do you inspect and maintain your emergency equipment?

Written fire safety plan

1 How have you ensured that your written fire safety plan will meet the requirements of regulation 360?

2 How have you involved your employees in developing your fire safety plan?

3 How have you ensured that those responsible for the fire plan received appropriate training?

4 When did they last receive training?

5 Who provided the training?

6 How do you communicate your fire safety plan to employees and provide regular updates/refreshers?

7 Where is your fire safety plan posted?

Fire drills

1 How do you ensure that a fire safety drill is held at least once every year?

2 If your industry requires more than one fire drill each year, how do you ensure that these drills are carried out?

3 Who is the designated person responsible for your fire plan and drills?

Releases or spills of chemical and biological substances

1 If required, how have you ensured that your plan to deal with chemical spills or releases of dangerous chemical or biological substances will meet the requirements of regulation 310?

2 Briefly describe how you have you tested your emergency plan to ensure that it works.

Review

You must have a procedure to review and, where necessary, revise each element in your occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

1 When is this element of your program scheduled for review?

2 In your view, how could your system for dealing with emergencies be improved?

Prepare a statement of responsibilities: Regulation 22 (1) (d)

Regulation 22 (d) requires...*a statement of the responsibilities of the employer, the supervisors, and the workers.*

Employers, supervisors, and employees are all legally responsible for health and safety in the workplace. Everyone must be individually accountable for carrying out his or her responsibilities – the greater the authority, the greater the responsibility.

Your health and safety program needs to spell out individual responsibility for health and safety. See sections 3 and 4 of the Act and regulations 12, 13, and 17 for minimum responsibilities of employers, supervisors, and employees.

Senior management is responsible for developing and implementing the program. A senior manager, committed to the success of the health and safety program, should be made responsible for developing and overseeing implementation of the program. Responsibility (and accountability) for carrying out each program element must also be assigned to specific supervisors or other employees.

Be sure to state who is responsible for what actions as clearly and as specifically as possible. For example, the program should identify who is authorized to order safety equipment, require machine maintenance, or mobilize resources to ensure that the task is done safely.

Remember, in order to carry out their responsibilities, people must know what they are expected to do, have the necessary authority, and have the necessary skill, training, and experience.

General

1 How do you ensure that specific health and safety responsibilities are written into each job description, including those of senior managers?

2 What training and resources have you provided to managers and supervisors to ensure they are capable of carrying out their responsibilities?

Accountabilities

1 How do you ensure that every manager, supervisor, and employee understands what consequences follow when health and safety responsibilities are not carried out as required?

2 What monitoring system do you use to ensure that health and safety responsibilities are carried out properly?

Support

1 Summarize how you ensure that employees have the training, authority, and resources necessary to carry out their health and safety responsibilities.

Review

You must have a procedure to review and, where necessary, revise each element in your occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

1 When is this element of your program scheduled for review?

2 In your view, how could this part of the heath and safety program be improved?

Schedule inspections: Regulation 22 (1) (e)

Regulation 22 (1)(e) requires...*a schedule for the regular inspection of the place of employment and of work processes and procedures.*

Inspections are one of the most common and effective tools for identifying and correcting problems before they cause accidents. Inspections should also be used to draw attention to and encourage good health and safety practices. That is why regulation 22 (1)(e) requires your health and safety program to include a schedule.

There are two major types of inspections – informal and formal.

Informal inspections

These really boil down to identifying hazards and developing controls as people do their jobs. Informal inspections are an important part of an effective system of hazard identification and control that should be done by employees at all levels. Since employees are often the first to see things happen, they should be required and encouraged to report hazards. Two important steps for encouraging this are taking concerns seriously and keeping employees informed about the status of remedial action (when and how the correction will be made, or why the corrective action has been delayed or denied).

Formal, planned inspections

A formal inspection is a planned walk through or examination of a workplace, selected work area or particular hazards, machinery, tools, equipment, and work practices. In any workplace, day-to-day activities create health and safety hazards. People, equipment, materials, and the environment constantly change. Some environmental changes remove hazards, while others create new ones. Inspections help focus attention on change and help solve problems before they cause accidents. Formal inspections must include an inspection of work processes and procedures to ensure the adequacy of safe work procedures.

General

1 Have you identified what will be inspected, when, and how frequently?

2 What schedule do you have for inspections that are required under regulation 23 of any *plant* (buildings, facilities, equipment, etc) at your workplace that are under the control of the employer?

3 Briefly, describe how you use inspection checklists.

Regulation 23 inspections of plant

Regulation 23 requires the employer to regularly inspect any *plant* (buildings, facilities, equipment, etc) under the control of the employer.

1 For regulation 23 inspections, how do you ensure that:

a) inspections are performed as required by the regulations?

b) responsibilities and accountabilities are assigned?

c) adequate records are maintained?

2 List applicable inspections of the following that you must perform under regulation 23 (also see section 2[1][x] of the Act). For each of these inspections identify the frequency of the inspection, who does the inspection, and what records are kept.

Area	How often inspected	Who inspects	Records kept
Premises			
Site			
Equipment, tools, and machinery			
Work processes or procedures			

3 How do you ensure that adequate resources (money, people, time, equipment, and training) are assigned to regulation 23 inspections?

Occupational health committee inspections (regulation 28)

Regulation 28 requires an employer, contractor, or owner to enable members of the workplace's occupational health committee, or the worker occupational health and safety representative, to inspect the place of employment at reasonable intervals determined by the committee or the representative and employer.

1 Provide a list of the inspections that the committee performed in the last year below.

Examples	How often inspected	Who inspected	Records kept
Premises			
Site			
Equipment, etc			
Work processes or procedures			

2 How do you ensure that adequate resources are assigned to regulation 28 inspections?

3 What training has been provided to occupational health committee members to ensure they can conduct inspections adequately?

Addressing deficiencies found during inspections

1 How do you report deficiencies found during inspections?

2 How are deficiencies corrected?

3 Who (person or job) is responsible for ensuring that deficiencies are corrected?

Review

You must have a procedure to review and, where necessary, revise each element in your occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

1 When is this element of your program scheduled for review?

2 In your opinion, could your inspection system be improved? Explain.

Develop plans to control chemicals and biohazards: Regulation 22 (1) (f)

Regulation 22 (1) (f) requires...*a plan for the control of any biological or chemical substance handled, used, stored, produced or disposed of at the place of employment and, where appropriate, the monitoring of the work environment.*

If you have chemical or biological substances in the workplace, you need to make sure they are properly controlled. Hazard information about biological and chemical substances must be obtained and used to set up adequate controls. Controls should include employee instruction and workplace monitoring. The plan must meet the requirements of parts XXI and XXII, and section 85 of the regulations.

Parts XXI and XXII require the employer to:

1 Maintain an inventory of chemical and biological substances that may harm employees when handled, used, stored, produced, or disposed of at the place of employment.

2 Obtain hazard information on these substances.

3 Reduce workplace contamination and prevent exposure to any extent that could be harmful.

4 Use the information to develop and implement safe work procedures and processes.

5 Use the information to train employees about hazards and how to use required work procedures and processes.

The plan must assign responsibilities to those who order, purchase, and receive chemical and biological substances. Those responsible must obtain appropriate information about the hazards and ensure that employees are adequately trained and protected. A centralized or structured hazardous product ordering system may help do this.

The plan must address:

1 How to prevent the release of hazardous chemical and biological substances in the work environment, or how to minimize the concentrations of hazardous chemical and biological substances in the work environment.

2 How to ensure containment and ventilation systems are properly serviced and maintained.

3 How to ensure the workplace is properly cleaned and that decontamination procedures for employees are adequate.

4 How to ensure personal protective equipment (PPE) is used, cleaned, stored, and maintained properly.

5 How to ensure storage is adequate.

6 How to ensure emergency response plans are adequate.

7 How to provide any necessary monitoring of the work environment.

Regulation 85 deals with hazards associated with *exposure* to an infectious material or organism listed in Table 14 of the Appendix to the regulations.[3] The regulation requires a plan to control infection hazards.

This plan must include:

- a mechanism for identifying employees who may be exposed
- a way of identifying how employees could be exposed
- disinfection and other control measures
- employee training

If you have infectious substances/organisms in your workplace, your occupational health and safety program must include a plan as required by regulation 85.

---

[3] **"Exposure"** is defined as harmful contact through inhalation, ingestion, or absorption through the skin.

Lists of chemical and biological substances

1 What lists of chemical and biological substances do you have?

2 What provisions have you made to keep your lists current (such as when new products are purchased)?

3 Where are your lists kept?

4 Who is in charge of keeping your lists current?

5 Does the occupational health committee have access to these lists?

Purchasing and risk assessment

1 What system do you use to ensure only authorized people purchase WHMIS-controlled products?

2 Before a new controlled product is introduced, how do you identify the risks and develop hazard controls?

Training in safe use of chemical and biological substances

1 How do you ensure that every employee has the necessary training (including basic WHMIS instruction)?

2 How do you ensure that training is updated (for example how do you ensure that affected employees understand the hazards of new substances before they are introduced)?

3 How do you ensure employees comprehend the information on MSDSs and container labels and follow safety precautions specified on them?

4 What chemical and biological substance training records do you keep?

Material Safety Data Sheets (MSDS) control system

1 How (and how often) do you update your MSDS system/library when controlled products are added or removed?

2 Who is responsible for keeping lists of controlled products in the workplace current and updating MSDSs?

3 How do you make MSDSs readily available/accessible to employees?

Controlling exposures to hazardous chemical and biological substances

1 How have you explored how to minimize exposures to hazardous chemical and biological substances in the workplace?

2 Do supervisors regularly review safety precautions for controlled products with employees?

3 What system have you implemented to ensure chemical and biological substances are safely **transported** at your workplace?

4 What system have you implemented to ensure chemical and biological substances are safely **used/handled** at your workplace?

5 What system have you implemented to ensure chemical and biological substances are safely **stored** at your workplace?

6 What system have you implemented to ensure chemical and biological substances are safely **disposed of** at your workplace?

Environmental (air) monitoring (where applicable)

1 How do you ensure that workplace air is free from hazardous contaminants such as chemicals, dusts, and fumes?

2 What records of air quality assessment, review, or monitoring do you keep?

3 How do you ensure the occupational health committee receives current copies of records?

Containment and ventilation systems (where applicable)

1 How do you ensure that systems are properly serviced and maintained?

2 What maintenance records do you keep and where?

3 How do you provide the occupational health committee with current copies of maintenance records?

Decontamination procedures for spills, leaks, etc (where applicable)

1 How do you ensure that procedures for the following are adequate:

a) decontamination of workers?

b) decontamination of the workplace?

2 How do you ensure washing/decontamination facilities (showers, eyewashes, etc) are adequately maintained?

Personal protective equipment (PPE)

1 How do you ensure that the correct PPE is purchased for each job?

2 How do you ensure that the correct PPE for the job is readily available to the employees who need it?

3 How do you ensure that the correct PPE for the job is properly used?

4 How do you ensure that PPE is adequately decontaminated and sanitized?

5 How do you ensure that PPE is adequately stored?

6 How do you ensure that current and effective training is provided to employees in the limitations, use, decontamination, and storage of their PPE, (including respirators)?

7 What PPE employee training records do you keep and where?

8 Who is in charge of your PPE program and maintaining documentation?

Infection control plan (where required by regulation 85)

1 Do your employees handle infectious materials or organisms?

2 If yes, do you have an infection control plan as required by regulation 85?

3 What system have you implemented to ensure that each element of your infection control plan meets the requirements of regulation 85 (list below):

a) vaccinations?

b) engineering controls?

c) personal protective equipment?

d) written safe work procedures (state who is responsible for procedures and where procedures are kept)?

e) universal precautions?

4 Have jobs been identified that could result in an employee being exposed to an infectious substance or organism?

5 What system have you implemented to inform employees who are at risk?

6 How do you ensure employees know when and how to report potential exposures?

7 What disinfection and other control system have you implemented?

8 What system do you have (machinery, PPE, training, etc) to protect laundry, maintenance, and other employees who could be exposed?

9 What system have you implemented to ensure employees are adequately trained to carry out the infection control plan?

10 What system have you implemented to deal with the causes of accidental exposures to infectious substances or organisms?

11 What records of employee exposures to biological substances do you keep?

12 What system have you implemented to ensure that your infection control plan is followed properly?

13 How does your infection control committee communicate and consult with your occupational health committee?

Subcontractors

1 How are your policies and plans dealing with controlled products and biological substances communicated and enforced with subcontractors and anyone else hired under contract?

Review

You must have a procedure to review and, where necessary, revise each element in your occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

1 When is this element of your program scheduled for review?

2 In your view, could your plans for dealing with chemical and biological substances be improved?

Develop a training plan for employees: Regulation 22 (1) (g)

Regulation 22 (1) (g) requires...*a plan for training workers and supervisors in safe work practices and procedures, including any procedures, plans, policies or programs that the employer is required to develop pursuant to the Act or any regulations made pursuant to the Act that apply to the work of the workers and supervisors.*

Health and safety education and training is critical to making your occupational health and safety program work. Your training plan must cover the health and safety training needs of all employees.

What must be in the training plan?

The plan must determine how health and safety training will be developed and delivered, and by whom. It must be designed to ensure health and safety education and training begins with employee orientation when a new employee starts with the organization or an employee is transferred to a different job. An orientation must cover any topic relevant to the health and safety of the employee including: emergency procedures, first aid facilities, any restricted areas, precautions required to protect employees from hazards, and any other health and safety procedures, plans, policies, and programs applying to the employee.

Training is also needed when new equipment, processes, or procedures are introduced into the workplace, or when there are instances of unacceptable health and safety performance.

The objective of your training plan is to help build health and safety precautions into every job and to increase the level of health and safety knowledge and ability to an accepted level. Health and safety training should be built into training on employees' duties and responsibilities, as well as training on how to do specific work tasks.

What role does the committee play in training?

One of the duties of the occupational health committee is to establish, promote, and recommend the means of delivery for health and safety training for the education and information of employees. As you consult the committee in developing your health and safety program, this will be an area of particular interest to it.

What must employee training include?

Train means...*to give information and explanation to a worker with respect to a particular subject matter and require a practical demonstration that the worker has acquired knowledge or skill related to the subject matter.*

Training must cover:

1 Relevant content of the health and safety program. This includes training on safe work practices and procedures in the program.

2 Training on specific matters in the regulations applying to the employee's work, such as lifting, WHMIS, use of respiratory protective devices, scaffolds, and so forth.

3 Orientation training as required by regulation 19. Orientation must cover the content of plans, policies, and programs required by the regulations. Examples include harassment and violence policies, and plans for handling infectious material.

4 Legislative health and safety requirements that apply to the employee's job, including the employee's rights and responsibilities.

Here is how to review your training system.

Orientation and training

1 How long does your orientation last?

2 How do you determine what occupational health and safety orientation and training is required for managers, supervisors, and workers?

3 Describe the system you have implemented to ensure that orientation and training for new and inexperienced employees meets regulatory requirements for your industry in each of the following areas:

a) general health and safety orientation

b) workplace hazards

c) general duties of the employer under the legislation

d) general duties of the worker under the legislation

e) the worker's right to know, participate, and refuse

f) how to report health and safety concerns

g) the procedure for exercising the right to refuse under section 23 of the Act

h) policies, programs, plans, and procedures required at the workplace (including harassment and violence policies)

i) regulations applying to the industry/workplace

j) how to access the legislation in the workplace

k) how to access the occupational health committee or worker health and safety representative

l) the right of the worker to contact an occupational health officer of Saskatchewan Labour

General health and safety training

Describe the system you have implemented to ensure that orientation and training for new and inexperienced employees meets regulatory requirements for your industry in each of the following areas:

1 Emergency procedures in the workplace

2 First aid facilities

3 Prohibited or restricted areas, tools, equipment, and machinery

4 Health and safety rules associated with restricted or prohibited areas, tools, equipment, and machinery

5 Housekeeping requirements

6 Basic WHMIS instruction

7 MSDSs and how to access and use them

8 Specific job-related WHMIS training

9 How to report accidents, dangerous occurrences, and WCB claims

Workplace-specific health and safety training

1 What training do you provide each worker on how to do the job safely?

2 What training do you provide each worker on specific regulations applying to the worker's job?

3 What training do you provide each worker on specific workplace rules of the employer?

4 What training do you provide each worker on handling transporting, storing, using, and disposing of controlled products at the workplace?

5 What training do you provide each worker on the limitations, safe use, cleaning, storage, and maintenance of any PPE required at the workplace?

6 What training do you provide each worker on how to access emergency showers, eyewashes, etc?

7 How and when do you provide refresher training?

8 What practical demonstrations/tests do you use to ensure employees can properly use their training?

9 Who is responsible for conducting and evaluating training?

10 How do you train your trainers and ensure that they are competent?

In-service training and tailgate/toolbox/crew talks

1 What training and talks do supervisors provide?

2 What related records do you keep?

Occupational health committee

1 What training do you provide to the occupational health committee or worker occupational health and safety representative?

2 What committee or representative training records are kept?

3 Does the occupational health committee have access to records of orientation and job-specific training?

Supervisors

1 What training system do you provide to supervisors to ensure they have sufficient knowledge of all of the following with respect to matters that are within the scope of the supervisor's responsibility:

   a) the Act and any regulations made pursuant to the Act that applies to the place of employment?

   b) any occupational health and safety program at the place of employment (for example, knowledge of the responsibilities assigned to supervisors under the program)?

c) the safe handling, use, storage, production, and disposal of chemical and biological substances?

d) the need for, and safe use of, personal protective equipment?

e) emergency procedures required by the regulations?

f) any other matters that are necessary to ensure the health and safety of workers under their direction?

2 How do you determine if the training provided is adequate?

Review

You must have a procedure to review and, where necessary, revise each element in your occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

1 When is this element of your program scheduled for review?

2 In your view, could your training plan be improved? Explain.

Develop a procedure to investigate incidents and refusals to work: Regulation 22 (1) (h)

Regulation 22 (1)(h) requires...*a procedure for the investigation of accidents, dangerous occurrences, and refusals to work pursuant to section 23 of the Act at the place of employment.*

Investigations of accidents and dangerous occurrences provide valuable information needed to prevent similar incidents in the future.

A proper investigation of each work refusal is crucial to resolving the refusal and correcting the circumstances that caused the refusal.

What about investigations of accidents and near accidents?

There are many good reasons why supervisors and managers should investigate accidents and near accidents. Chief among these reasons is that supervisors and managers are responsible for correcting any problems the investigations find.

In addition, regulations 29 and 31 require the employer to ensure that the occupational health committee co-chairpersons or their designates investigate as soon as reasonably possible:

1 Accidents that cause the death of an employee.

2 Any accident that requires an employee to be admitted to hospital as an in-patient for 24 hours or more.

3 Dangerous occurrences that could cause an employee's death or serious injury.

Once the committee co-chairpersons' investigation is finished, the employer, in consultation with the co-chairpersons, must prepare a written investigation report.

Also, investigate near accidents, injuries, illnesses, and conditions that do not necessarily cause someone to be put in the hospital such as chronic illnesses, musculoskeletal injuries, and exposures to infectious materials.

No specific investigation procedure is set out in the regulations. Investigation procedures for accidents and dangerous occurrences must fit your needs. Ideally, they should state:

- the objective of your investigations (find and correct root causes)
- who investigates what incidents (if supervisors or health and safety co-ordinators investigate, the occupational health committee must be kept informed)
- what training investigators and incident responders will receive
- who receives the written investigation reports
- who must fix defects found during an investigation
- who follows-up on corrective action and ensures it works
- what investigation reports and follow-up records will be kept
- who keeps what documents and records
- what summary and statistics reports are to be developed and how often these reports will be prepared

What about investigations of employees' concerns?

An effective hazard identification system should address employees' concerns as soon as they are identified. This will prevent concerns from becoming refusals to work.

What about investigations of refusals to work under section 23?

The program must include a procedure for investigating refusals under section 23 of the Act. Section 23 allows the internal workplace system to investigate refusals. It enables the employer to take sufficient steps to deal with each employee's concerns. Failing this, the occupational health committee must investigate and advise the employee.

An occupational health officer must be contacted if the committee cannot agree on the refusal, or if the matter has not been resolved to the satisfaction of the refusing employee. The employee may continue the refusal until the officer provides a written decision.

Your procedure for investigating refusals to work should address:

1 Who should be notified about a refusal.

2 How the refusing employee will be informed about his or her rights and duties.

3 How the committee will investigate a refusal.

4 How the employee(s) who take over the duties of the refusing employee will be informed of their rights and duties.

5 Who will take corrective action because of the investigation and monitor the effectiveness of the action taken.

Responsibilities and accountabilities

1 Have you assigned responsibilities in writing for reporting and investigating incidents (list below):

a) Dangerous occurrences?

b) Incidents requiring hospitalization for 24 hours or more?

c) Near accidents, injuries, illnesses, and conditions that do not necessarily cause someone to be put in the hospital such as chronic illnesses, musculoskeletal injuries, and exposures to infectious materials?

d) Others (refusals, harassment complaints, violence, etc)?

Procedures and training

1 What written procedures for receiving notifications and reports and investigating incidents have you developed?

2 How do you train those responsible for investigating incidents and what training records are kept?

Who investigates

1 In the last year, what incidents were investigated by the occupational health committee?

2 In the last year, what incidents were investigated by supervisors or other employees?

Records and reports

1 What incident reports do you keep and why?

2 How do you use investigation reports to identify and correct deficiencies in your health and safety program?

3 What records of corrective action do you keep?

Follow-up

1 How do you follow-up to ensure corrective action has solved underlying problems?

Refusals to work under section 23 of the Act

1 What written procedures and responsibilities for reporting and investigating refusals have you developed?

2 How have you trained employees and supervisors in the procedures to follow when exercising the right to refuse?

3 What training have you provided to those responsible for investigating refusals and what training records are kept?

4 How do you use investigations of refusals to identify and correct potential defects in your health and safety program?

Review

You must have a procedure to review and, where necessary, revise each element in your occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

1 When is this element of your program scheduled for review?

2 In your view, how could your incident investigation procedure(s) be improved?

Develop a strategy to involve employees: Regulation 22 (1) (i)

Regulation 22 (1) (i) requires *...a strategy for worker participation in occupational health and safety activities, including audits, inspections, and investigations of accidents, dangerous occurrences and refusals to work pursuant to section 23 of The Occupational Health and Safety Act, 1993.*

An effective health and safety program needs employee commitment and participation. It must be developed in consultation with your occupational health committee. All employees need to be involved in your efforts to prevent accidents and occupational diseases. This is especially important in small organizations, where there may not be the same access to professional health and safety expertise as there is in many large organizations.

Employees must be familiar with the program, know their rights and responsibilities, and understand how to handle concerns. Your program should encourage employees to suggest ways to make the workplace safer and healthier.

If employees are going to actively participate in reporting hazards and suggesting improvements, they must know they will not be subjected to reprisals, and that their concerns and suggestions will be taken seriously.

Your program must also address how the occupational health committee will be kept effective. Methods include:

- training committee members
- enhancing communication between the committee, employees, and senior management
- responding promptly to problems or concerns raised by the occupational health committee
- considering the committee's recommendations during the development of plans, policies, programs, and procedures required by the legislation

The employer is required to resolve any problem or address any concern raised by the occupational health committee. If that cannot be done, the employer must give the committee a written reason for not resolving the problem or addressing the concern. The occupational health committee should be the internal evaluator of the occupational health and safety program and should advise the employer on the participation strategy.

Occupational health committee membership

1 How many members does your committee have?

2 How were your employer and employee members selected?

3 How have you arranged for occupational groups with distinct health and safety concerns (maintenance, housekeeping, front-line service, etc) to be represented on the committee?

Meetings

1 When does the occupational health committee meet during the year (dates and how many times per year)?

2 How do you ensure a quorum is present at every meeting?

Concerns and hazard identification, assessment, and control

1 Summarize how your committee deals with the health and safety concerns of employees.

2 How does your committee help the employer to identify, assess, and control hazards?

3 How does your committee receive summaries of incidents investigated by the employer, such as harassment complaints, violence, accidents and near accidents, etc?

Promoting instruction and training

1 Summarize how your committee promotes health and safety instruction and training.

Helping to develop policies, plans, procedures, and programs

1 What role does your occupational health committee play in helping the employer to develop policies, plans, procedures, and programs required at the workplace?

2 What input did the committee have in the development of your occupational health and safety program?

Communication with employees

1 How does your committee communicate with employees and provide health and safety information?

Minutes of meetings

1 Do you keep paper or electronic minutes of every occupational health committee meeting?

2 After every committee meeting, do you:

a) post a copy of the minutes in the workplace?

b) send a copy of the minutes to the Division within two weeks?

Follow-up

1 How do you follow-up on unresolved concerns listed on the occupational health committee minutes to ensure they are resolved?

2 How do you follow-up on recommendations made by the committee to ensure any underlying concerns are resolved?

Involving employees (other than occupational health committee members)

1 In addition to maintaining an effective occupational health committee, what other steps do you take to involve employees (such as holding safety meetings, involving employees in developing hazard controls, work procedures, etc)?

Review

You must have a procedure to review and, where necessary, revise each element in your occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.

1 When is this element of your program scheduled for review?

2 In your view, how could the strategy to involve workers be improved?

Regularly review and revise your program: Regulation22 (1) (j)

Regulation 22 (1) (j) requires a procedure*...to review and, where necessary, revise the occupational health and safety program at specified intervals that are not greater than three years and whenever there is a change of circumstances that may affect the health or safety of workers.*

The procedure should address how your program will be reviewed and revised, when it will be done, and who will do it. The objective is to ensure that your program works properly and controls new hazards.

The program must be completely reviewed every three years. Full or partial reviews and revisions are required when there are changes in the workplace that may affect the health or safety of employees, or when defects are discovered. *Changes* include the introduction of new technologies, production methods, or the development of services associated with new hazards. The program should also be reviewed when new risks associated with existing conditions are discovered. *Defects* may be identified through inspections or investigations of accidents and dangerous occurrences.

The entire program does not have to be reviewed at once. You may wish to review your program one element at a time.

Review process

1 What process do you use for regularly examining each element in the program and recommending improvements (i.e., by incidents, refusals to work, and so forth)?

2 What steps have you taken to correct deficiencies (if any were found)?

3 How is your program revised to deal with the unexpected (such as accidents, refusals, etc)?

Outside audits performed by safety associations, consultants, etc.

1 Have any outside audits been done at your workplace?

2 If yes, summarize in the table below who conducted the audit and when.

Who conducted the audit?	When?

Review your Return to Work Program

Your occupational health and safety program is designed to prevent injury and illness. However, once an injury or illness happens, the focus is to return the injured/ill worker to a productive working life as soon as medically possible, minimize the harm from injury/illness and retain skilled workers. Using a Return to Work Program in the rehabilitation process can help do this.

Successful Return to Work Programs include the following steps:

1 Reporting injuries and illnesses.

2 Filing required claims forms.

3 Monitoring the recovery process.

4 Implementing the return-to-work plan.

5 Analysing injury and illness trends.

6 Taking preventative measures.

Although, *Return to Work* (RTW) programs are not part of *The Occupational Health and Safety Act* or regulations, most successful employers find them efficient and effective.

Employers can get Return to Work Program audits by contacting the *Prevention, Safety, and Return-to-Work Unit* of the Saskatchewan Workers' Compensation Board in Regina at 787-6916.

Resources

Saskatchewan Labour publications

Health and safety programs

- *Elements of An Occupational Health and Safety Program*, (Part I) helps employers set up a program required by section 13 of the Act and regulation 22.
- *How to Identify Job Hazards*. This helps employers use the job safety analysis process to identify, assess, and control hazards.
- *Setting up an Occupational Health and Safety Program: A Guide* (Part II) outlines how to put a program in place and deal with related issues, such as return to work plans.

Orientation and training

- *Health and Safety Orientations: A Guide for Employers*
- *Safe Operation of Forklifts*

Investigations and inspections

- *Accident Investigations: A Guide for Committees and Representatives*
- *Inspections: A Guide for Committees and Representatives*

Safety Contacts

C6 204-3303 Hillsdale Street Regina, Saskatchewan S4S 6W9 PHONE: (306) 721-0688 FAX: (306) 790-1098 **http://www.c6safetyassoc.com/**	***Prairie Implement Manufacturers Association (PIMA)*** #8, 2241 Hanselman Avenue Saskatoon, Saskatchewan S7L 6P7 PHONE: (306) 978-7462 FAX: (306) 978-7463
Saskatchewan Association of Health Organizations (SAHO) 1445 Park Street Regina, Saskatchewan S4N 0C5 PHONE: (306) 347-5571 FAX: (306) 347-5908 **http://www.saho.org/**	***Saskatchewan Forest Industries Safety Association*** #9 - 184 South Industrial Drive Prince Albert, Saskatchewan S6V 7L8 PHONE: (306) 764-5582 FAX: (306) 764-6601
Saskatchewan Construction Safety Association 1939 Elphinstone Street Regina, Saskatchewan S4T 3N3 PHONE: (306) 525-0171 FAX: (306) 347-8595 **http://www.saskconstrhouse.com/SCSA/**	***Saskatchewan Construction Safety Association*** 2365 Avenue C North Saskatoon, Saskatchewan S7L 5X5 PHONE: (306) 652-0907 1-800-817-2081 FAX: (306) 652-0923
Saskatchewan Heavy Construction Safety Association 445 Hoffer Street Regina, Saskatchewan S4N 6E2 PHONE: (306) 729-3060 FAX: (306) 729-3062	***Saskatchewan Heavy Construction Safety Association*** 231 Stechisihin Crescent Saskatoon, Saskatchewan S7K 5P6 PHONE: (306) 222-2958 FAX: (306) 242-9944
Saskatchewan Meat Industry Safety Association 2365 Ave C North Saskatoon, Saskatchewan S7K 5X5 PHONE: (306) 933-9688 or FAX: (306) 955-9684	***Saskatchewan Professional Drivers' Safety Council Inc.*** #14, 395 Park Street Regina, Saskatchewan S4N 5B2 CELL: (306) 537-0222 PHONE: (306) 924-2015 FAX: (306) 543-2801
Service and Hospitality Safety Association of Saskatchewan 2365 Avenue C North, Saskatoon, Saskatchewan S7L 5Z5 PHONE: (306) 955-1349 FAX: (306) 955-0726 CELL: (306) 220-7932	***Service and Hospitality Safety Association of Saskatchewan*** c/of 1054 Winnipeg Street, Regina, Saskatchewan S4N 8P8 PHONE: (306) 522-5499 FAX: (306) 525-1944 CELL: (306) 537-7283 **http://www.shsa.ca/**
Workers' Compensation Board Workers' Compensation Board Prevention, Safety and Return to Work 200 - 1881 Scarth Street Regina, Saskatchewan S4P 4L1 Phone: (306) 787-6916 Toll free: 1-800-667-7590 Fax: (306) 787-4256 E-mail: psrtw@wcbsask.com **http://www.wcbsask.com/**	***Saskatchewan Safety Council*** 445 Hoffer Drive Regina, Saskatchewan S4N 6E2 PHONE: (306) 757-3197 FAX: (306) 569-1907 **http://www.sasksafety.org/**

Websites of Interest	
Source	**Website**
• The American National Standards Institute (ANSI)	• http://www.ansi.org/
• Canadian Association of Drilling Contractors (CAODC)	• http://www.caodc.ca/
• The Canadian Centre for Occupational Health and Safety (CCOHS)	• http://www.ccohs.ca/
• Canadian manufacturers' and suppliers' recommendations (MSDSs, supplier labels, users' guides, etc)	• http://www.cma.org/
• The Canadian Standards Association (CSA)	• http://www.csa.ca/
• Health Canada publications	• http://www.hc-sc.gc.ca/hppb/srh/e_publications.html
• The International Standards Organization (ISO)	• http://www.iso.org/
• National Fire Prevention Act (NFPA) and the National Fire Code	• http://www.nfpa.org/
• National Institute for Occupational Safety and Health (NIOSH):	• http://www.cdc.gov/niosh/
• The Queen's Printer (Saskatchewan legislation)	• http://www.qp.gov.sk.ca/
• Saskatchewan Labour	• http://www.lab.gov.sk.ca/
• WorkSafe Saskatchewan (an information project of Saskatchewan Labour, Saskatchewan Workers' Compensation Board, and the CCOHS)	• http://www.worksafesask.ca/

Saskatchewan Labour
Occupational Health and Safety

Regina Inquiry: 787-4496
6th Floor,
1870 Albert Street
S4P 3V7
Toll Free: 1-800-567-7233

Saskatoon Inquiry: 933-5052
8th Floor,
122-3rd Avenue North
S7K 2H6
Toll Free: 1-800-667-5023

WorkSafe SASKATCHEWAN

www.labour.gov.sk.ca

www.worksafesask.ca